

~~JULY 31, 2002~~ ~~2003~~ **2004**

~~JULY 31, 2001~~

CONTRACT PERIOD THROUGH ~~JULY 31, 2000~~

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **TEMPORARY PERSONNEL SERVICES**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by the Board of Supervisors on **July 26, 1999**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

WT/mm
Attach

Copy to: Clerk of the Board
Carmen Ledesma, Materials Management

E-mailed to: Steve **Varscsak**, Facilities Management
Virginia Mayfield, **Clerk of Superior Court**
Pollie Coons, Superior Courts
Laurel Wickersheim, Parks & Recreation
Jim Baker, MCDOT
Gabriela Varadi, Flood Control
Nina Way, Elections
Penny Winter, Correctional Health Service
Russell Luder, Environmental
Robert Berry, Public Health Services
Steve Shinneman, STAR Center
Tony Weaver, Juvenile
Steve Hedrick, Human Services

(Please remove Serial 96252-SC from your contract notebooks)

SPECIFICATIONS ON INVITATION FOR BID FOR: **TEMPORARY PERSONNEL SERVICES**

1.0 **INTENT:**

1.1 **PURPOSE**

The purpose of this document is to define the general requirements for Temporary Personnel for Maricopa County, on an as needed basis.

1.2 **SCOPE**

This document defines the basic services required, the bid procedures and the evaluation and award criteria, and other factors pertinent to this bid.

The Contractor shall furnish all labor necessary to perform the work required.

1.3 **OBJECTIVES**

It is the intent of Maricopa County to procure the services of the most qualified firm(s). The contract will be awarded on a fixed price hourly rate basis.

1.4 **MULTIPLE AWARDS:**

In order to ensure adequate coverage of the requirements of various user agencies, multiple awards may be made.

2.0 **TECHNICAL SPECIFICATIONS:**

2.1 **REQUIREMENTS AND DEFINITIONS**

This requirement will be used to provide personnel to perform work for various Maricopa County Departments. The specific categories of resources being sought from offerors are as follows. (The 'codes' listed will be another method used for identifying categories of personnel during a departmental solicitation.)

<u>CATEGORY</u>	<u>CODE</u>
2.1.1 <u>GENERAL CLERK</u>	1010
Any combination of routine office duties including filing, mail distribution, running errands, addressing envelopes, writing invitations and basic posting plus collating, stapling, counting, sorting and hand folding materials. Familiar with operation of postage and photocopy machine.	
2.1.2 <u>INVENTORY CLERK</u>	1020
In charge of counting and maintaining a specific inventory and accurately completing all necessary documentation including a unit control book. (10 key, calculator optional)	
2.1.3 <u>JUNIOR CLERK</u>	1030
Performs basic office functions such as operation of photocopy machine, running errands, and mail distribution. May be involved in collating, stapling, counting, sorting and hand folding materials	
2.1.4 <u>SENIOR CLERK</u>	1040
Capable of maintaining advanced or specialized filing systems. Can reorganize files, post computer printouts, keep accurate records plus cross reference, code, sort and compile materials. Has acquired six months office experience and can operate routine office machines.	
2.1.5 <u>RECEPTIONIST I</u>	2010
Answers phones, take messages, performs light typing and minimal clerical duties. Meets and announces visitors. Maintains reception area in a neat and orderly fashion. Possesses a professional office appearance and manner.	

2.1.6 RECEPTIONIST II 2020

Answers phones, takes messages; performs typing and clerical duties; Must have extensive computer skills in Word for Windows and Excel; Sorts incoming mail; meets and announces visitors; Possesses a professional office appearance and manner.

2.1.7 SWITCHBOARD OPERATOR 2030

Familiar with one or more switchboard systems. Answers and transfers calls, takes messages, places long distance and overseas or mobile calls. Keep call log when necessary. May also function as office receptionist.

2.1.8 JUNIOR TYPIST (40-50 WPM) 3010

Capable of typing letters, purchase orders, invoices, and simple statistical material. Proficient at spelling, punctuation, and proofreading. May be required to do volume typing

2.1.9 SENIOR TYPIST (50-90 WPM) 3020

Familiar with all basic and advanced typing procedures. Must possess good spelling, punctuation, syllabication and proofreading skills. Capable of processing a heavy work load. Prepared to do some filing, recordation and elementary mathematics

2.1.10 STATISTICAL TYPIST (50-90 WPM) 3030

Able to type numerical copy and/or financial copy with numerical data interspersed. Must be proficient at setting up tabulations, explanatory.

2.1.11 RECEPTIONIST TYPIST (50-70 WPM) 3040

Processes a heavy typing load while performing some or all duties of a receptionist such as meeting and announcing visitors, answering phones and taking messages. Includes minimal clerical duties.

2.1.12 TRANSCRIPTION TYPIST (50-80 WPM) 3050

Processes large volumes of transcription material from transcribing machine. Good working knowledge of spelling, punctuation, syllabication and grammar required. When working in a transcription pool, may be required to proofread work of other transcription secretaries.

2.1.13 SPECIALIZED TRANSCRIBER (50-90 WPM) 3060

Skilled to handle a heavy volume of transcription data from transcribing equipment. Has a minimum of one year secretarial experience in the requested area of law, engineering, medicine, insurance or finance. Personal computer/word process experience

2.1.14 WORD PROCESSING/OPERATOR 1A (40-60 WPM) 4010

Entry level position requiring 1-12 months word processing experience or completion of a word processing class. Junior level typing plus good grammar, punctuation, spelling, and formatting skills; ability to use reference materials and basic office machines. An entry level function is manipulation of information from various sources. Less than 20% of time may be spent on other clerical duties.

2.1.15 WORD PROCESSING/OPERATOR 1B (40-60 WPM) 4020

Entry level position requiring 1-12 month word processing experience or completion of a word processing class. Junior level typing plus good grammar, punctuation, spelling, and formatting skills; ability to use reference materials and basic office machines. An entry level function is the manipulation of information from various sources. 20% - 50% of duties may also include miscellaneous clerical duties.

2.1.16 WORD PROCESSING OPERATOR 2A (50-80 WPM) 4030

An experienced word processor with 18-24 months background in formatting producing, and revising complicated documents from complex information sources. Able to operate word processing equipment in the telecommunications mode. Assume full responsibility for producing a quality document. Less than 20% of time may be spent on other clerical duties

2.1.17 WORD PROCESSING OPERATOR 2B (50-80 WPM) 4040

An experienced word processor with 18-24 months background in formatting, producing, and revising complicated documents from complex information sources. Able to operate word processing equipment in the tele-communications mode. Assume full responsibility for producing a quality document. 20% - 50% of duties may also include miscellaneous clerical duties.

2.1.18 WORD PROCESSING SPECIALIST A (60-90 WPM) 4050

A specialist is able to operate all the information processing equipment within the installation. Responsibilities include analyzing specific project requirements, compiling production statistics, and recommending new center procedure methods. Minimum 3 years word processing experience. Less than 20% of time may be spend on other clerical duties.

2.1.19 WORD PROCESSING SPECIALIST B (60-90 WPM) 4060

A specialist is able to operate all the information processing equipment within the installation. Responsibilities include analyzing specific project requirements, compiling production statistics, and recommending new center procedure methods. Minimum 3 years word processing experience 20-50% of duties may also include miscellaneous clerical duties.

2.1.20 DATA ENTRY OPERATOR I – EXPERIENCED 5010

Knowledge of the operation of data entry equipment. Ability to key data into a personal computer or 10-key keyboard to encode data from a variety of source documents; may interpret, convert and classify information documents for the proper data capturing processes; performs various clerical and alpha and/or statistical duties of a related nature. Minimum 6 months data entry experience 20%-50% of the time may be spent on other clerical duties.

2.1.21 DATA ENTRY OPERATOR II - HIGH PRODUCTION 5020

Considerable knowledge of the principles and practices relating to data entry. Ability to operate data entry equipment including personal computer and 10-key keyboard; may interpret, convert and classify information documents for the proper data capturing processes: ability to read printout sheets, verify data and make appropriate corrections; various clerical and alpha and/or statistical duties of a related nature. Minimum of 6 months data experience, 20% of the time may be spent on other clerical duties. Ability to maintain a minimum of 9,000 keystrokes per hour.

2.1.22 JUNIOR SECRETARY (40-50 WPM) 6010

Capable of handling all general office duties including mail distribution, answering telephones, office correspondence, record keeping, basic typing and filing. Personal computer experience. Must be accurate.

2.1.23 SENIOR SECRETARY 50-70 WPM) 6020

Responsible for scheduling appointments, advanced typing, transcribing, mail distribution, and relieving administrators of clerical duties. Personal computer experience. Must possess a professional appearance and manner.

2.1.24 LEGAL SECRETARY (60+ WPM) 6030

Possesses all advanced secretarial skills with knowledge of shorthand and/or transcription machines. Personal computer/word processor-data processor experience. Is familiar with specialized terminology, symbols and format for processing legal documents.

2.1.25 MEDICAL SECRETARY (50-70 WPM) 6040

Possesses all advanced secretarial skills. Personal computer experience. Has a thorough working knowledge of medical terminology and transcribing.

2.1.26 EXECUTIVE SECRETARY (60+ WPM) 6050

Advanced secretarial background with proficiency in all aspects of secretarial work. Processes correspondence using the shorthand or transcribing method. Often works on a confidential basis. Able to work in a professional manner with executives from a variety of business and social backgrounds, personal computer experience.

2.1.27 ADMINISTRATIVE ASSISTANT 6060

Performs a wide variety of paraprofessional or technical duties: Compiles data and pre-pares reports; Performs clerical functions; Designs forms, charts, graphs; Conducts or assist with special projects, surveys or studies; Composes correspondence; Takes oral dictation or minutes from meetings; Must possess a high level of computer skills in Word for Windows and Excel.

2.1.28 ACCOUNTING CLERK: ACCOUNTING CLERK 7010

Knowledge of basic accounting functions such as accounts payable and accounts receivable. Accurate calculator or 10-key adding machine operation is necessary. Personal computer experience. Prepares invoices, checks, and bank reconciliation's.

2.1.29 ASSISTANT BOOKKEEPER 7020

Performs all bookkeeping duties except trial balance. Has thorough familiarity with calculator or 10-key adding machine. Duties are usually limited to maintaining a particular set or section of financial records.

2.1.30 BOOKKEEPER 7030

Must be completely familiar with all bookkeeping functions involved in maintaining company financial records including cost accounting, trial balances, and profit and loss statements. May be responsible for tax reports and payroll. Proficient with a calculator or 10-key adding machine.

2.1.31 ACCOUNTANT 7040

Full knowledge of all accounting and bookkeeping procedures, including governmental/fund accounting knowledge. Personal computer experience. Must be capable of processing and interpreting all of company's financial documents including taxes.

2.1.32 REGISTRATION CLERK 8010

Deals directly with patients over phone and in person. Registers patients and processes transactions into on-line patient processing/billing computer system. Schedules appointments and maneuvers in on-line computerized scheduling system. Verifies patient appointments. Greets and directs patients/customers in the center. Spanish bilingual preferred in many centers. Training will be provided in on-line computer system.

2.1.33 MEDICAL RECORDS CLERK 8020

Performs filing duties including medical records, lab reports, correspondence, and diagnostic tests. Medical centers use a terminal digit filing system. Employees may be trained to operate an on-line computerized patient processing/billing system. Detailed medical record processing may be required.

2.1.34 NUTRITION PROGRAMS ASSISTANT 8030

Knowledge of basic nutrition principles and practices; knowledge of nutritional needs of pregnant and breast feeding women, infants, and children; Knowledge of and skills in group and individual education, training development and facilitation; excellent organizational and time management skills.

2.1.35 NUTRITIONIST 8040

This position requires the knowledge of fundamental; theories, concepts and methods of nutrition science, knowledge of food values and food economics, diet needs, and the ability to provide expertise related to the specific program assigned. Performs professional functions including assisting in developing and monitoring nutrition/health programs in community and outpatient clinics; assessing nutritional status of clients/patients and providing follow-up for continuity of care; communicating appropriate dietary history and nutritional care data through written record systems; counseling individuals and families in nutritional principles, diet, food selection and economics, and adapt teaching plans to individual's life style and cultural eating pattern; assisting in development and preparation of educational materials; conducting nutrition education classes for clients/patients and participates in teaching of in-service sessions for community nutrition workers and primary care center staff.

(Special Qualifications: Must be a registered Dietitian)

2.1.36 COMPUTER SUPPORT TECHNICIAN 9010

Experience in supporting Microsoft Office products and Windows; Must have experience setting up and maintaining Novel 3.12 user accounts; Ability to assemble, repair, and set up network workstations; Knowledge in designing a network backup scheme is desirable.

2.1.37 TELEMARKETING 9020

A pleasant phone voice and manner that encourages cooperation from telephone contacts is a major requirement. Must be self-motivated. Surveys individuals from a specified questionnaire with the intent to obtain an opinion about or note interest in a certain product, service, or institution.

2.1.38 DRAFTERS, DESIGNERS, DETAILERS 9030

Architectural (residential, light commercial, heavy commercial, light and heavy industrial), electronic, electrical, electro-mechanical, civil.

2.1.39 GENERAL LABORER 9040

Capable of lifting 70 pound packages and performing miscellaneous general laborer requirements (i.e. wash/clean/vacuum all types of equipment, move and load equipment, clean shop, direct traffic at public auctions). Safety- toe shoes may be required.

2.1.40 FOOD SERVICE WORKER 9050

Prepare meals, Wash dishes, Clean and mop floors and performs other food service duties as required. May be required to provide a current Food Handlers Card.

2.1.41 WAREHOUSE/STOREKEEPER 9060

Capable of performing general warehouse work which requires forklift operation experience. Lift up to 50 pounds. Must have valid Arizona Driver's License.

2.1.42 LAUNDRY WORKER 9070

Capable of routine work weighing, washing, pressing and folding of clothes, linens and other washables in an institutional laundry; and performs related work as required.

2.1.43 CUSTODIAL SUPERVISORS 9080

Supervises and plans work for custodial staff; Orders cleaning supplies; May perform janitorial duties such as but not limited to: sweeping, dusting, washing, trash disposal, buffing; Knowledge in the use of janitorial equipment and chemicals essential. Supervises inmates in all housekeeping procedures for Jail facilities. Background check required.

2.1.44 BUILDING MAINTENANCE WORKER 9090

Performs maintenance work (laborer) with a general knowledge of carpentry, electrical, HVAC, plumbing, painting, and welding; Performs repairs on doors, windows, lighting, plumbing, ceilings, floor, shelving and office cubicles; Operates various manual and electrical tools and equipment; Knowledge on the use of computer for record keeping.

2.1.45 PAINTER 9110

Capable of painting and refinishing a wide variety of interior and exterior items and areas including wood, wood trim, plastered walls, dry walls and metal surfaces; prepares surfaces for painting; mixes, matches and applies paint, varnish shellac, stain and enamels; patches, spackles and caulks holes; surfaces and tiles small areas; tapes and textures drywall; operates spray guns; cleans tools after use; assists in other areas as needed.

2.1.46 WELDER 9120

Capable of operating welding equipment in performing maintenance and construction on equipment, machines, doors and other metals; fabricates a wide variety of metal parts such as brackets and hinges; performs oxygen-acetylene, electric arc and spot welding; performs miscellaneous welding repairs as needed.

2.1.47 AUTO MECHANIC 9130

Performs automotive functions such as: Changes engine, transmission, and rear-end oils; replaces chassis and engine components (belts, alternators, water pumps, brakes, etc.); Minor automotive troubleshooting knowledge; Cleans and washes vehicles; Dispatches pool vehicles; Provides reporting documentation.

2.1.48 PUBLIC WORKS ASSISTANT 9140

Basic knowledge of methods, practices, tools and materials used in maintenance, repair, and construction work; traffic safety as described in the Manual on Uniform Traffic Control Devices; surveying; occupational hazards and necessary safety precautions. Skill in operating various tools, equipment, and vehicles; following instructions; interpreting and working from sketches, blueprints, and maps; completing basic paperwork and logs; ability to maintain effective working relationships with others; necessary equipment and tools. The minimum level of education and experience in order to qualify for this position is two years of experience relevant to the position. Depending on specific assignment, may require a valid Arizona driver's license. A Class A or B Commercial Driver's license with appropriate endorsements. A IMSA Level I certificate at time of hire.

2.1.49 EQUIPMENT OPERATOR 9150

Operates vehicles and/or equipment such as water trucks, dump trucks, sweepers, tractors, stripers, chemical spray trucks, etc.; operates a grader to clean and maintain roadways, drainage areas and similar properties; uses auxiliary equipment as required; transports various types of equipment to and from work site; loads and unloads trucks; assists repair crews with manual labor as needed; flags traffic and sets barricades; performs safety checks, services and makes minor repairs to assigned equipment; may perform maintenance crew functions; performs other duties of a similar nature or level. The minimum level of experience required to qualify for this position is one year of experience operating trucks and light construction, maintenance, and repair of related equipment. Possession of a valid Arizona Class A or B Commercial Drivers License, with appropriate endorsements may be required depending on assignment.

2.1.50 CIVIL ENGINEER I 9160

A Bachelor's Degree in Civil Engineering or a closely related field and four years of progressively responsible engineering or hydraulics experience; related experience beyond the necessary four years may substitute for the education requirement on a year for year basis; a Master's Degree in a related field may substitute for one year of the experience requirement. Registration as a Professional Engineer in the State of Arizona or proof of eligibility for reciprocity is required upon hire; must possess a valid State of Arizona drivers license.

2.1.51 CIVIL ENGINEER II 9170

A Bachelor's Degree in Civil Engineering or a closely related field and five years of progressively responsible experience in civil engineering, construction, utilities management, hydraulics or highway traffic engineering and structural design; related experience beyond the necessary five years may substitute for the education requirement on a year for year basis; a Master's Degree in a related field may substitute for one year of the experience requirement. Registration as a Professional Engineer in the State of Arizona or proof of eligibility for reciprocity is required upon hire; must possess a valid State of Arizona drivers license.

2.1.52 ENGINEERING INSPECTOR 9180

Considerable knowledge of the principles and practices of civil engineering; good knowledge of construction site traffic control; considerable knowledge of construction inspection and testing methods and procedures. Ability to perform duties under varying field conditions; ability to interpret construction plans and specifications; ability to interpret technical laboratory reports; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing. A High School Diploma or G.E.D. Certificate and six years of progressively responsible experience in construction inspection or civil engineering; additional education may substitute for up to three years of the required experience on a year for year basis. Must possess a valid Arizona driver's license.

2.1.53 INSITUTIONAL MAINTENANCE TECHNICIANS 9190

A High School Diploma or G.E.D. Certificate and two years of experience and knowledge in operating and repairing of commercial kitchen equipment. A valid Arizona Drivers License is required.

2.1.53 4 OTHER CATEGORIES/DESCRIPTION & PRICING 9999

Hourly rates for additional categories not found in price schedule but offered by company.

- 2.2 Respond to agency request for personnel in a timely manner. The agency will attempt to phone in orders by 5:00 P.M. the day prior to the required shift. At times, however, the agency may call the same day (by noon) that service is required. The using agency will then submit a requisition from which a purchase order will be issued to the Contractor.
- 2.3 Provide personnel capable, experienced, and able to work with limited direct supervision. Personnel may be required to be registered voter for the Elections Department.
- 2.4 Follow all County rules, including:
 - 2.4.1 No smoking, eating, drinking in work area.
 - 2.4.2 Signing in and presenting positive identification upon reporting for duty.
 - 2.4.3 Interacting cordially with County personnel.
 - 2.4.4 Responding professionally to County Supervisory personnel.
 - 2.4.5 Parking in assigned locations when reporting for duty.
 - 2.4.6 Following other County rules as required.

2.5 The Contractor shall provide qualified personnel to fill the requested position(s) as required by a using agency. Shifts will be specified as follows: First shift is approximately 7:00 AM - 5:00 PM, Second shift is approximately 5:00 PM - 7:00 AM unless otherwise specified by the using agency; a one-half hour lunch break and two (2) fifteen minute breaks will be allowed on first and second shifts. The shifts could vary from these stated hours, depending upon the needs of the using department.

2.6 PRICING:

2.6.1 Pricing must be submitted in all inclusive hourly basis, the County will not reimburse any item other than the all inclusive hourly rate multiplied times the number of hours actually worked. Vendors are not required to quote pricing for services which they are not in the business of.

2.6.2 The Housing Authority is required to pay temporary personnel for certain jobs in accordance with the Davis Bacon Wage and Related Acts. Personnel provided per the Davis Bacon Wage Rate will be paid the rate and fringe benefits established per the current wage determinations as provided by the requesting department. Bidders should provide a price for administrative costs to be added to the wage determined by the Federal Government.

2.6.3 CONVERSION FEES: Conversion placement fee for full-time permanent placements with the County. Terms and conditions of placement, include pricing schedule or discounts.

2.7 PAYMENT:

The contractor shall submit invoices no more frequently than weekly directly to each using agency. Each invoice shall include a record of time expended and work performed in sufficient detail to justify payment. The agency shall process the claim for prompt payment.

2.8 USAGE REPORT (QUARTERLY):

The contractor shall furnish the County a quarterly usage report (due by the 15th of the month after the quarter ends) detailing the following information: ordering agency, total number of hours utilized by job description as detailed in the Bid Document (not the more general "Job Category"), billing rate and the total dollars billed to each ordering agency.

2.9 In the event Maricopa County wishes to hire a temporary employee, the contractor shall negotiate with the using department and Materials Management contract administrator. All negotiated terms must be guaranteed by the contractor, to be the lowest offered to any other customer.

2.10 Overtime: For purposes of this contract, overtime is defined as time in excess of forty (40) hours per week. Overtime must be approved in writing by the Agency in order to be reimbursable. Weekend work shall not be considered overtime unless in excess of forty (40) hours.

2.11 PROCEDURES FOR NEW CLASSIFICATIONS:

The classifications listed are descriptions of commonly required temporary positions to be filled by the County. There may be a need for other positions to be filled which are not stated. The County reserves the right to negotiate with the Contractor to fill these positions using the following procedures:

2.11.1 Department will submit to Materials Management a description of the new requirement.

2.11.2 Materials Management will solicit written quotes from all contracted vendors.

2.11.3 Award will be made to one or multiple vendors depending upon the requirement.

2.11.4 Materials Management will issue a modification incorporating the new requirement into the contract.

The vendor shall not provide non contracted temporary personnel without the proper approval and changes from Materials Management. The only services authorized are those categories and descriptions priced in

the contract. By providing the services, the vendor is certifying the services provided are in accordance with the contract terms and conditions. Maricopa County reserves the right to deny payment of any temporary personnel services not authorized under the contract.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 TERMS AND PAYMENT:

Payment under contract will be made in the manner provided by law. Invoices shall be prepared and submitted in accordance with the instructions provided on the Purchase Order. Invoices shall contain the following information: Purchase Order number, item numbers, description of supplies and or/services, sizes, quantities, unit prices and extended totals and applicable sales/use tax. The County is not subject to excise tax.

3.2 SERVICE PROCEDURE

The following TASK ORDER PROCESS shall be followed to obtain services under this agreement.

For any scopes of work under this contract, the County Department shall solicit directly with at least three (3) of the Vendors awarded this contract, for the relevant category.

The method of communication may be via telephone/e-mail / fax or other appropriate means. Responses to these task order solicitations shall be submitted, directly to the requesting Department. The Department will then select the vendor using the evaluation criteria stated in paragraph ~~5.44~~ **3.7**. Upon selection of personnel, the departments may contact the vendors for finalizing an agreement regarding the services to be performed, schedule of performance, duration of assignment, etc. The process of solicitation will be per Maricopa County Procurement Code.

Maricopa County Materials Management Department will issue a Purchase Order (or departments may use PCard) to the selected Vendor before the start of an assignment. The Purchase Order will include the Cost Center to be charged, the name of the departmental contact person, the number and type of personnel to be assigned, the expected time, place, and duration of the assignment, and the nature of the work to be performed. Vendors must not start any assignments without a Purchase Order (or Pcard).

3.3 OWNERSHIP

The resulting product of this solicitation shall be considered work made for hire. Maricopa County, pursuant to this procurement, will own all products/copyrights produced/made under this contract.

3.4 REGARDING IMMUNIZATIONS, ETC.

3.4.1 IMMUNIZATIONS: Contract workers must have demonstrable proof, as identified in the Arizona Administrative Rules, Title R9, Chapter 6, off immunity to rubella, rubeola, and varicella.

3.4.2 TUBERCULOSIS SCREENING: Contract workers must have proof of a tuberculosis evaluation within the past three months of their start at the Maricopa Health System.

3.4.3 The contractor must make these records available to Maricopa Health System personnel for review as requested.

If a person can not prove immunity, they must be willing to be vaccinated and have a TB skin test, at the expense of the County.

3.5 FACILITIES:

During the course of this Agreement, the County shall provide the Contractor's personnel with adequate work space for consultants and such other related facilities as may be required by Contractor to carry out its obligation enumerated herein.

3.6 INTERNET/PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize both the Internet and the Bank of America MC Procurement Card to place and make payment for orders under this Contract. Bidders without these capabilities may be considered non-responsive and not eligible for award consideration.

[Purchase Card Clarification.

Maricopa County's Bank of America Purchase Card program is based on the MasterCard charge card. There is no charge from Maricopa County for the program, any costs or charges to the vendor or contractor will be based on the transaction dollar amount and is from the Vendors/contractors servicing Bank. The vendor/contractor should contact their bank to arrange for the acceptance and information concerning any charges to use this program.

The advantages of accepting the purchase card for payment are as follows.

1. The bank pays the vendor/contractor in 48 to 72 hours versus 30 days from Maricopa County.
2. The vendor/contractor does not have to invoice Maricopa County.
3. The vendor/contractor does not have to carry that transaction in their account receivable.

Maricopa County offers this opportunity only to vendors/contractors that are not 1099 reportable to the Internal Revenue Service. Maricopa County will be asking those vendors/contractors that are offered this opportunity to give the County a **quarterly rebate in-place of an early payment discount.**]

3.7 EVALUATION CRITERIA FOR TASK ORDER

In addition to the Service Procedure shown in 3.2, listed below is the evaluation criteria the Department shall use in evaluating each reply received from a Vendor in response to a request for contracted services.

- 3.7.1 Direct experience of personnel proposed to accomplish the specific tasks/sub-tasks, as applicable, within the request for contracted services.**
- 3.7.2 Qualifications and technical certification of personnel proposed to accomplish the request for contracted services.**
- 3.7.3 Availability of personnel to meet the needs of the project to be assigned (including the duration of the project as well).**
- 3.7.4 Compliance with specifications.**
- 3.7.5 References for similar statement of work may be requested**
- 3.7.6 Pricing**

4.0 **CONTRACT TERMS AND CONDITIONS:**

4.1 LANGUAGE FOR REQUIREMENTS CONTRACTS:

Contractors signify their understanding and agreement by signing this document, that the Contract resulting from this bid will be a requirements contract. However, this Contract does not guarantee that any purchases will be made.

It only indicates that if purchases are made for the services contained in this Contract, that they will be purchased from the Contractor awarded that item Orders will only be placed when a need is identified by a Using Agency or Department and proper authorization and documentation have been approved.

4.2 CONTRACT LENGTH:

This Invitation For Bids is for awarding a firm, fixed price purchasing contract to cover a one (1) year period.

4.3 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of FOUR (4), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

4.4 ESCALATION:

Any requests for price adjustments must be submitted thirty (30) days prior to the Contract renewal date. Justification for the requested adjustment in cost of labor and/or materials must be accompanied by appropriate documentation. Escalation shall not exceed the increase in the U.S. Department of Labor (Bureau of Labor Statistics) Consumer Price Index for Urban Consumers. Increases shall be approved in writing by the Materials Management Department prior to any adjusted invoicing submitted for payment.

4.5 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

4.6 TERMINATION FOR DEFAULT:

If the Contractor fails to meet deadlines, or fails to provide the agreed upon service/material altogether, a termination for default will be issued. The termination for default will be issued only after it is deemed by the County, that the Contractor has failed to remedy the problem after being forewarned.

4.7 TERMINATION BY THE COUNTY:

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate this Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of, a substantial violation of any provision of this Contract, then the County may terminate this Contract. Prior to termination of this Contract, the County shall give the Contractor fifteen (15) calendar days written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

4.8 APPROPRIATION CONTINGENCY:

The Contractor recognized that any agreement entered into shall commence upon the day first provided and continued in full force and effect until termination in accordance with its provisions. The Contractor and the County herein recognized that the continuation of any contract after the close of any given fiscal year of the County which fiscal years end on June 30 of each year, shall be subject to the approval of the budget of the County providing for or covering such contract item as an expenditure therein. The County does not represent that said budget item will be actually adopted, said determination being the determination of the County Board of Supervisors at the time of the adoption of the budget.

4.9 ORGANIZATION - EMPLOYMENT DISCLAIMER:

The Contract is not intended to constitute, create, give rise to or otherwise recognize a joint venture contract or relationship, partnership or formal business organization of any kind, and the rights and obligations of the parties shall be only those expressly set forth in the Contract.

The parties agree that no persons supplied by the Contractor(s) in the performance of obligations under the contract are considered to be County employees, and that no rights of County civil service, retirement or personnel rules accrue to such persons. The Contractor(s) shall have total responsibility for all salaries, wages, bonuses, retirement withholdings, workmen's compensation, other employee benefits and all taxes and premiums appurtenant thereto concerning such persons, and shall save and hold the County harmless with respect thereto.

4.10 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S. § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the contract.

4.11 INDEMNIFICATION:

To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the County, its Agents, Representatives, Officers, Directors, Officials and Employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its Employees, Agents, or any tier of Subcontractors in the performance of this Contract. Contractor's duty to defend hold harmless and indemnify the County, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work to services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

4.12 INSURANCE REQUIREMENTS:

General Clauses. The Contractor, at its own expense, shall purchase and maintain the minimum insurance specified below with companies duly licensed, with a current A.M. Best, Inc. Rating of B++6, or approved unlicensed by the State of Arizona Department of Insurance.

Additional Insured. The insurance coverage, except Workers' Compensation and Professional Liability, required by this Contract, shall name the County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

Coverage Term. All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted; failure to do so may, at the sole discretion of the County, constitute a material breach of this Contract.

Primary Coverage. The Contractor's insurance shall be primary insurance as respects the County, and any insurance or self insurance maintained by the County shall not contribute to it.

Claim Reporting. Any failure to comply with the claim reporting provisions of the policies or any breach of a policy warranty shall not affect coverage afforded under the policies to protect the County.

Waiver. The policies, except Workers' Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the County, its agents, representatives, directors, officers, and employees for any claims arising out of the Contractor's work or service.

Deductible/Retention. The policies may provide coverage which contain deductibles or self insured retentions. Such deductible and/or self insured retentions shall not be applicable with respect to the coverage provided to the County under such policies. The Contractor shall be solely responsible for the deductible and/or self insured retention.

Copies of Policies. The County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the above policies and/or endorsements. The County shall not be obligated, however, to review same or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the County's right to insist on, strict fulfillment of Contractor's obligations under this Contract.

Commercial General Liability. Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$1,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual covering, but not limited to, the liability assumed under the indemnification provisions of this Contract which Coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011093 or any replacements thereof. The Commercial General Liability additional insured endorsement will be at least as broad as the Insurance Service Office, Inc. Additional Insured, Form B, CG 20101185.

Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, nor any provision, which would serve to limit third party action over claims.

Automobile Liability. Contractor shall maintain Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's any owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services. Coverage will be at least as broad as coverage code 1, "any auto", (Insurance Service Office, Inc. Policy Form CA 00011293, or any replacements thereof).

Workers' Compensation. The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

In case any work is subcontracted, the Contractor will require the Subcontractor to provide Worker's Compensation and Employer's Liability to at least the same extent as required of the Contractor.

Professional Liability. The Contractor retained by the County to provide the work or service required by this Contract will maintain Professional Liability insurance covering errors and omissions arising out of the work or services performed by the Contractor or any person employed by the Contractor, with a limit of not less than \$1,000,000 each claim.

4.13 CERTIFICATES OF INSURANCE:

Prior to commencing work or services under this Contract, Contractor shall furnish the County with Certificates of Insurance, or formal endorsements as required by the contract, issued by Contractor's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect.

In the event any insurance policy(ies) required by this Contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the work or services and as evidenced by annual Certificates of Insurance.

4.14 CANCELLATION AND EXPIRATION NOTICE:

Insurance evidenced by this Certificate shall not expire, be canceled, or materially changed without fifteen (15) days prior written notice to the County. If a policy does expire during the life of the Contract, a renewal Certificate must be sent to the County fifteen (15) days prior to the expiration date.

All Certificates of Insurance required by this Contract shall be identified with a Bid Serial Number and Title. A \$25.00 administrative fee shall be assessed for all Certificates received without the appropriate Bid Serial Number and Title.

4.15 OFFSET FOR DAMAGES:

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

4.16 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete services to this Contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally, to the amount of service reduced in accordance with the bid price. Should additional services be required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

4.17 SUBCONTRACTING:

The Contractor may not assign this Contract or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

4.18 AMENDMENTS:

All amendments to this Contract must be in writing and signed by both parties.

4.19 CONFORMATION WITH THE LAW:

This service shall be accomplished in conformity with the laws, ordinances, rules, regulations and zoning restrictions of the United States of America, the State of Arizona, County of Maricopa, and the City of Phoenix.

4.20 CONTRACT COMPLIANCE MONITORING:

The Materials Management Department and the using Agency (ies) shall monitor the Contractors compliance with, and performance under, the terms and conditions of the Contract. The Contractor shall make available for inspection and/or copying by the County all records and accounts relating to the work performed or the services provided in this Contract.

4.21 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The Department, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of any and all said materials.

4.22 ADEQUACY OF RECORDS:

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that allowable services were provided. The Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

4.23 AUDIT DISALLOWANCES:

If at any time it is determined by the Department that a cost for which payment has been made is a disallowed cost, the Department shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the Department either to adjust any future claim submitted

by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Maricopa County.

4.24 P.O. CANCELLATION LANGUAGE:

The Department of Materials Management reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor but only for actual and documentable costs incurred by the Contractor due to and after issuance of the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

Contractors agree to accept verbal notification of cancellation from the Department of Materials Management with written notification to follow. By submitting a bid/proposal in response to this Invitation For Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

4.25 VALIDITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

4.26 CONTRACTOR RESPONSIBILITY:

4.26.1 If the contractor/vendor changes the assigned personnel before the completion of the assignment/project *without* the mutual consent of the County department, then vendor shall (1) replace such personnel with another who is equally or better qualified for the assignment, without any increase in rate (2) provide services at no cost to the County department, for the period required to bring the replacement personnel to the level where the vendor had withdrawn the original personnel or for a mutually agreed period.

CLARIFICATION: THIS PARAGRAPH WILL ALSO APPLY IN SITUATIONS WHERE THE VENDOR'S PERSONNEL FAIL TO COMPLETE THE WORK ASSIGNED FOR REASONS SUCH AS ABSENTISM, REDUCTION IN FORCE, RESIGNATION, LAY-OFF'S AND OTHER SIMILAR CIRCUMSTANCES.

4.26.2 The Contractor will be responsible for any damages whatsoever to County property as applicable when such property is the responsibility or in the custody of the Contractor, his employees or Subcontractors.

4.27 GUARANTEE:

The materials and supplies called herein shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examination and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

4.28 PRICE REDUCTIONS:

By submitting a bid or proposal in response to this Invitation For Bids, Contractors agree to guarantee that Maricopa County is receiving the lowest price offered by your company to other customers for similar services at comparable volumes in a similar geographic area. If at any time during the Contract period your company offers a lower price to another customer, notification not be made of price reductions, upon discovery Maricopa County shall reserve the right to take any or all of the following actions:

- 4.28.1 Cancel the Contract, if it is currently in effect.
- 4.28.2 Determine the amount, which the County was overcharged and submit a request for payment from the Contractor for that amount.
- 4.28.3 Take the necessary steps to collect any performance surety provided on the applicable Contract.

4.29 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

4.30 SECURITY AND PRIVACY:

The Contractor agrees that none of its officers or employees shall use or reveal any research or statistical information furnished by any person and identifiable to any specific private person for any purpose other than the purpose for which it was obtained. Copies of such information shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceedings, unless ordered by a court of competent jurisdiction. The County shall be notified immediately upon receipt of any such order of court, pertaining to production of such information.

The Contractor shall incorporate the foregoing provisions of this paragraph in all of its authorized subcontracts.

2702 N 3rd STREET STE 4004, PHOENIX AZ 85004

~~ELITE STAFFING SERVICES, 2930 E CAMELBACK RD, PHOENIX, AZ, 85016~~

PRICING:

HOURLY PRICE RANGE

CODE	CATEGORY	Straight time (1st shift rate per hour)	overtime rate per hour	2nd shift rate per hour
1010	GENERAL CLERK	<u>\$7.55</u>	<u>\$10.08</u>	<u>\$7.55</u>
1020	INVENTORY CLERK	<u>\$7.40</u>	<u>\$10.08</u>	<u>\$7.40</u>
1030	JUNIOR CLERK	<u>\$7.55</u>	<u>\$10.08</u>	<u>\$7.55</u>
1040	SENIOR CLERK	<u>\$8.05</u>	<u>\$10.92</u>	<u>\$8.05</u>
2010	RECEPTIONIST I	<u>\$7.96</u>	<u>\$10.08</u>	<u>\$7.96</u>
2020	RECEPTIONIST II	<u>\$8.52</u>	<u>\$11.76</u>	<u>\$8.52</u>
2030	SWITCHBOARD OPERATOR	<u>\$8.52</u>	<u>\$10.08</u>	<u>\$8.52</u>
3010	JUNIOR TYPIST (40-50 WPM)	<u>\$8.00</u>	<u>\$11.76</u>	<u>\$8.10</u>
3020	SENIOR TYPIST (50-90 WPM)	<u>\$8.80</u>	<u>\$11.76</u>	<u>\$8.80</u>
3030	STATISTICAL TYPIST (50-90 WPM)	<u>\$9.10</u>	<u>\$13.44</u>	<u>\$9.10</u>
3040	RECEPTIONIST TYPIST (50-70 WPM)	<u>\$8.52</u>	<u>\$10.92</u>	<u>\$8.52</u>
3050	TRANSCRIPTION TYPIST (50-80 WPM)	<u>\$10.11</u>	<u>\$15.53</u>	<u>\$10.11</u>
3060	SPECIALIZED TRANSCRIBER (50-90 WPM)	<u>\$10.95</u>	<u>\$15.96</u>	<u>\$10.95</u>
4010	WORD PROCESSING/OPERATOR 1A (40-60 WPM)	<u>\$9.05</u>	<u>\$13.44</u>	<u>\$9.05</u>
4020	WORD PROCESSING/OPERATOR 1B (40-60 WPM)	<u>\$9.30</u>	<u>\$13.44</u>	<u>\$9.30</u>
4030	WORD PROCESSING OPERATOR 2A (50-80 WPM)	<u>\$10.10</u>	<u>\$13.44</u>	<u>\$10.10</u>
4040	WORD PROCESSING OPERATOR 2B (50-80 WPM)	<u>\$10.10</u>	<u>\$15.12</u>	<u>\$10.10</u>
4050	WORD PROCESSING SPECIALIST A (60-90 WPM)	<u>\$10.14</u>	<u>\$15.12</u>	<u>\$10.64</u>
4060	WORD PROCESSING SPECIALIST B (60-90 WPM)	<u>\$10.75</u>	<u>\$15.96</u>	<u>\$10.75</u>
5010	DATA ENTRY OPERATOR I - EXPERIENCED	<u>\$8.70</u>	<u>\$11.76</u>	<u>\$8.70</u>
5020	DATA ENTRY OPERATOR II - HIGH PRODUCTION	<u>\$9.05</u>	<u>\$13.44</u>	<u>\$9.05</u>
6010	JUNIOR SECRETARY (40-50 WPM)	<u>\$8.90</u>	<u>\$10.08</u>	<u>\$8.90</u>

2702 N 3rd STREET STE 4004, PHOENIX AZ 85004ELITE STAFFING SERVICES, 2930 E CAMELBACK RD, PHOENIX, AZ, 85016**PRICING:****HOURLY PRICE RANGE**

CODE	CATEGORY	Straight time (1st shift rate per hour)	overtime rate per hour	2nd shift rate per hour
6020	SENIOR SECRETARY (50-70 WPM)	<u>\$9.15</u>	<u>\$10.08</u>	<u>\$9.15</u>
6030	LEGAL SECRETARY (60+ WPM)	<u>\$11.54</u>	<u>\$16.80</u>	<u>\$11.54</u>
6040	MEDICAL SECRETARY (50-70 WPM)	<u>\$11.50</u>	<u>\$16.80</u>	<u>\$11.50</u>
6050	EXECUTIVE SECRETARY (60+ WPM)	<u>\$10.60</u>	<u>\$16.80</u>	<u>\$10.60</u>
6060	ADMINISTRATIVE ASSISTANT	<u>\$11.55</u>	<u>\$16.80</u>	<u>\$11.55</u>
7010	ACCOUNTING CLERK: ACCOUNTING CLERK	<u>\$9.10</u>	<u>\$13.85</u>	<u>\$9.10</u>
7020	ASSISTANT BOOKKEEPER	<u>\$9.93</u>	<u>\$19.12</u>	<u>\$9.93</u>
7030	BOOKKEEPER	<u>\$11.00</u>	<u>\$21.37</u>	<u>\$11.00</u>
7040	ACCOUNTANT	<u>\$14.50</u>	<u>\$18.48</u>	<u>\$14.50</u>
8010	REGISTRATION CLERK	<u>\$7.50</u>	<u>\$10.08</u>	<u>\$7.50</u>
8020	MEDICAL RECORDS CLERK	<u>\$7.55</u>	<u>\$10.08</u>	<u>\$7.55</u>
9010	COMPUTER SUPPORT TECHNICIAN	<u>\$22.00</u>	<u>\$25.20</u>	<u>\$22.00</u>
9020	TELEMARKETING	<u>\$8.10</u>	<u>\$10.92</u>	<u>\$8.10</u>
9040	GENERAL LABORER	<u>\$8.05</u>		<u>\$8.05</u>
9050	FOOD SERVICE WORKER	<u>\$7.95</u>	<u>\$10.08</u>	<u>\$7.95</u>
9060	WAREHOUSE/STOREKEEPER	<u>\$8.95</u>	<u>\$11.76</u>	<u>\$8.95</u>
9070	LAUNDRY WORKER	<u>\$7.95</u>	<u>\$10.08</u>	<u>\$7.95</u>
9080	CUSTODIAL SUPERVISORS	<u>\$10.50</u>	<u>\$14.28</u>	<u>\$10.50</u>

Administrative fee:21% OF WAGE

Note: Administrative fee is applicable ONLY to Davis Bacon Wage & Related Acts, as described in 2.6.2 earlier.

Terms: _____ 1% 15 Days

Federal tax I.D. Number: _____ 860901366

Vendor Number: _____ 860901366

Telephone Number: _____ (602) 468-9292 287-9442

Fax Number: _____ (602) 468-2067 287-9449

Contract Period: _____ To cover the period ending July 31, 2000 July 31, 2001.

3200 S. RURAL RD., #2, TEMPE, AZ 85282

FIRST EMPLOYMENT SERVICES, 2708 W THOMAS ROAD, PHOENIX, AZ, 85017

PRICING:

HOURLY PRICE RANGE

CODE	CATEGORY	Straight time (1st shift rate per hour)	overtime rate per hour	2nd shift rate per hour
1010	GENERAL CLERK	<u>\$9.11</u>	<u>\$13.67</u>	<u>\$9.36</u>
1020	INVENTORY CLERK	<u>\$9.11</u>	<u>\$13.67</u>	<u>\$9.36</u>
1030	JUNIOR CLERK	<u>\$9.11</u>	<u>\$13.67</u>	<u>\$9.36</u>
1040	SENIOR CLERK	<u>\$9.45</u>	<u>\$14.18</u>	<u>\$9.70</u>
2010	RECEPTIONIST I	<u>\$10.13</u>	<u>\$15.19</u>	<u>\$10.38</u>
2020	RECEPTIONIST II	<u>\$11.48</u>	<u>\$17.21</u>	<u>\$11.73</u>
2030	SWITCHBOARD OPERATOR	<u>\$10.80</u>	<u>\$16.20</u>	<u>\$11.05</u>
3010	JUNIOR TYPIST (40-50 WPM)	<u>\$10.13</u>	<u>\$15.19</u>	<u>\$10.38</u>
3020	SENIOR TYPIST (50-90 WPM)	<u>\$12.15</u>	<u>\$18.23</u>	<u>\$12.40</u>
3030	STATISTICAL TYPIST (50-90 WPM)	<u>\$12.15</u>	<u>\$18.23</u>	<u>\$12.40</u>
3040	RECEPTIONIST TYPIST (50-70 WPM)	<u>\$11.48</u>	<u>\$17.21</u>	<u>\$11.73</u>
3050	TRANSCRIPTION TYPIST (50-80 WPM)	<u>\$12.60</u>	<u>\$18.90</u>	<u>\$12.85</u>
3060	SPECIALIZED TRANSCRIBER (50-90 WPM)	<u>\$14.00</u>	<u>\$21.00</u>	<u>\$14.25</u>
4010	WORD PROCESSING/OPERATOR 1A (40-60 WPM)	<u>\$11.35</u>	<u>\$17.03</u>	<u>\$11.60</u>
4020	WORD PROCESSING/OPERATOR 1B (40-60 WPM)	<u>\$11.48</u>	<u>\$17.21</u>	<u>\$11.73</u>
4030	WORD PROCESSING OPERATOR 2A (50-80 WPM)	<u>\$12.15</u>	<u>\$18.23</u>	<u>\$12.40</u>
4040	WORD PROCESSING OPERATOR 2B (50-80 WPM)	<u>\$12.15</u>	<u>\$18.23</u>	<u>\$12.40</u>
4050	WORD PROCESSING SPECIALIST A (60-90 WPM)	<u>\$14.00</u>	<u>\$21.00</u>	<u>\$14.25</u>
4060	WORD PROCESSING SPECIALIST B (60-90 WPM)	<u>\$14.00</u>	<u>\$21.00</u>	<u>\$14.25</u>
5010	DATA ENTRY OPERATOR I – EXPERIENCED	<u>\$10.13</u>	<u>\$15.19</u>	<u>\$10.38</u>
5020	DATA ENTRY OPERATOR II - HIGH PRODUCTION	<u>\$12.15</u>	<u>\$18.23</u>	<u>\$12.40</u>
6010	JUNIOR SECRETARY (40-50 WPM)	<u>\$10.13</u>	<u>\$15.19</u>	<u>\$10.38</u>

3200 S. RURAL RD., #2, TEMPE, AZ 85282

FIRST EMPLOYMENT SERVICES, 2708 W THOMAS ROAD, PHOENIX, AZ, 85017

PRICING:

HOURLY PRICE RANGE

CODE	CATEGORY	Straight time (1st shift rate per hour)	overtime rate per hour	2nd shift rate per hour
6020	SENIOR SECRETARY 50-70 WPM)	\$12.60	\$18.90	\$12.85
6030	LEGAL SECRETARY (60+ WPM)	\$16.80	\$25.20	\$17.05
6040	MEDICAL SECRETARY (50-70 WPM)	\$12.60	\$18.90	\$12.85
6050	EXECUTIVE SECRETARY (60+ WPM)	\$15.40	\$23.10	\$12.65
6060	ADMINISTRATIVE ASSISTANT	\$13.50	\$20.25	\$13.75
7010	ACCOUNTING CLERK: ACCOUNTING CLERK	\$10.80	\$16.20	\$11.05
7020	ASSISTANT BOOKKEEPER	\$12.60	\$18.90	\$12.85
7030	BOOKKEEPER	\$14.00	\$21.00	\$14.25
7040	ACCOUNTANT	\$16.80	\$25.20	\$17.05
8010	REGISTRATION CLERK	\$10.13	\$15.19	\$10.38
8020	MEDICAL RECORDS CLERK	\$9.45	\$14.18	\$9.70
8030	NUTRITION PROGRAMS ASSISTANT	\$14.00	\$21.00	\$14.25
9010	COMPUTER SUPPORT TECHNICIAN	\$15.40	\$23.10	\$15.65
9020	TELEMARKETING	\$10.80	\$16.20	\$11.05
9030	DRAFTERS, DESIGNERS, DETAILERS	\$12.60	\$18.90	\$12.85
9040	GENERAL LABORER	\$10.50	\$15.75	\$10.75
9050	FOOD SERVICE WORKER	\$8.44	\$12.66	\$8.69
9060	WAREHOUSE/STOREKEEPER	\$9.80	\$14.70	\$10.05
9070	LAUNDRY WORKER	\$8.75	\$13.13	\$9.00
9080	CUSTODIAL SUPERVISORS	\$12.60	\$18.90	\$12.85
9090	BUILDING MAINTENANCE WORKER	\$12.60	\$18.90	\$12.85
9110	PAINTER	\$11.20	\$16.80	\$11.45
9120	WELDER	\$12.60	\$18.90	\$12.85

3200 S. RURAL RD., #2, TEMPE, AZ 85282

FIRST EMPLOYMENT SERVICES, 2708 W THOMAS ROAD, PHOENIX, AZ, 85017

PRICING:

HOURLY PRICE RANGE

Straight time (1st shift rate per hour) overtime rate per hour 2nd shift rate per hour

CODE CATEGORY

9130	AUTO MECHANIC	<u>\$14.00</u>	<u>\$21.00</u>	<u>\$14.25</u>
9140	PUBLIC WORKS ASSISTANT	<u>\$21.00</u>	<u>\$31.50</u>	<u>\$21.25</u>
9150	EQUIPMENT OPERATOR	<u>\$16.80</u>	<u>\$25.20</u>	<u>\$17.05</u>
9160	CIVIL ENGINEER I	<u>\$23.80</u>	<u>\$35.70</u>	<u>\$24.05</u>
9170	CIVIL ENGINEER II	<u>\$35.00</u>	<u>\$52.50</u>	<u>\$35.25</u>
9180	ENGINEERING INSPECTOR	<u>\$16.80</u>	<u>\$25.20</u>	<u>\$17.05</u>
9190	INSTITUTIONAL MAINTENANCE TECHNICIAN	<u>\$23.25</u>		<u>\$23.25</u>
9999	OTHER CATEGORIES/DESCRIPTION & PRICING (add lines if required)	<u>\$0.35</u>	<u>1.5/HR</u>	<u>.25/HR</u>

Administrative fee:

\$5.00

Note: Administrative fee is applicable ONLY to Davis Bacon Wage & Related Acts, as described in 2.6.2 earlier.

Terms: 2% 10 days, net 30

Federal tax I.D. Number: 86-0636833

Vendor Number: 860636833

Contact Person: Bob Barrett

Telephone Number: ~~(602) 278-4400~~ 480/ 839-4400

Fax Number: ~~(602) 278-4488~~ 480/ 967-4455

Contract Period: To cover the period ending July 31, 2000

~~July 31, 2001, July 31, 2002 2003 2004.~~

KELLY SERVICES, 3030 N 3RD STREET STE 1040, PHOENIX, AZ, 85012

PRICING:

HOURLY PRICE RANGE

CODE	CATEGORY	Straight time (1st shift rate per hour)		overtime rate per hour		2nd shift rate per hour	
		per hour	per hour	per hour	per hour	per hour	per hour
1010	GENERAL CLERK	\$7.10	\$7.31	\$10.65	\$10.97	\$7.10	\$7.31
1020	INVENTORY CLERK	\$7.48	\$7.70	\$11.22	\$11.56	\$7.48	\$7.70
1030	JUNIOR CLERK	\$7.10	\$7.31	\$10.65	\$10.97	\$7.10	\$7.31
1040	SENIOR CLERK	\$7.80	\$8.03	\$11.70	\$12.05	\$7.80	\$8.03
2010	RECEPTIONIST I	\$8.13	\$8.37	\$12.20	\$12.57	\$8.13	\$8.37
2020	RECEPTIONIST II	\$9.43	\$9.71	\$14.15	\$14.57	\$9.43	\$9.71
2030	SWITCHBOARD OPERATOR	\$9.75	\$10.04	\$14.63	\$15.07	\$9.75	\$10.04
3010	JUNIOR TYPIST (40-50 WPM)	\$9.43	\$9.71	\$14.15	\$14.57	\$9.43	\$9.71
3020	SENIOR TYPIST (50-90 WPM)	\$9.75	\$10.04	\$14.63	\$15.07	\$9.75	\$10.04
3030	STATISTICAL TYPIST (50-90 WPM)	\$10.08	\$10.38	\$15.12	\$15.57	\$10.08	\$10.38
3040	RECEPTIONIST TYPIST (50-70 WPM)	\$9.94	\$10.24	\$14.91	\$15.36	\$9.94	\$10.24
3050	TRANSCRIPTION TYPIST (50-80 WPM)	\$10.20	\$10.51	\$15.30	\$15.76	\$10.20	\$10.51
3060	SPECIALIZED TRANSCRIBER (50-90 WPM)	\$10.40	\$10.71	\$15.60	\$16.07	\$10.40	\$10.71
4010	WORD PROCESSING/OPERATOR 1A (40-60 WPM)	\$10.40	\$10.71	\$15.60	\$16.07	\$10.40	\$10.71
4020	WORD PROCESSING/OPERATOR 1B (40-60 WPM)	\$10.08	\$10.38	\$15.12	\$15.57	\$10.08	\$10.38
4030	WORD PROCESSING OPERATOR 2A (50-80 WPM)	\$11.70	\$12.05	\$17.55	\$18.08	\$11.70	\$12.05
4040	WORD PROCESSING OPERATOR 2B (50-80 WPM)	\$11.05	\$11.38	\$16.58	\$17.08	\$11.05	\$11.38
4050	WORD PROCESSING SPECIALIST A (60-90 WPM)	\$12.35	\$12.72	\$18.53	\$19.09	\$12.35	\$12.72
4060	WORD PROCESSING SPECIALIST B (60-90 WPM)	\$11.70	\$12.05	\$17.55	\$18.08	\$11.70	\$12.05
5010	DATA ENTRY OPERATOR I – EXPERIENCED	\$9.10	\$9.37	\$13.65	\$14.06	\$9.10	\$9.37
5020	DATA ENTRY OPERATOR II - HIGH PRODUCTION	\$10.40	\$10.71	\$15.60	\$16.07	\$10.40	\$10.71
6010	JUNIOR SECRETARY (40-50 WPM)	\$9.10	\$9.37	\$13.65	\$14.06	\$9.10	\$9.37
6020	SENIOR SECRETARY 50-70 WPM)	\$11.70	\$12.05	\$17.55	\$18.08	\$11.70	\$12.05

KELLY SERVICES, 3030 N 3RD STREET STE 1040, PHOENIX, AZ, 85012

PRICING:

HOURLY PRICE RANGE

Straight time
(1st shift rate
per hour) overtime rate
per hour 2nd shift rate per
hour

CODE CATEGORY

6030	LEGAL SECRETARY (60+ WPM)	\$14.30	\$14.73	\$21.45	\$22.09	\$14.30	\$14.73
6040	MEDICAL SECRETARY (50-70 WPM)	\$14.30	\$14.73	\$21.45	\$22.09	\$14.30	\$14.73
6050	EXECUTIVE SECRETARY (60+ WPM)	\$13.00	\$13.39	\$19.50	\$20.09	\$13.00	\$13.39
6060	ADMINISTRATIVE ASSISTANT	\$14.30	\$14.73	\$21.45	\$22.09	\$14.30	\$14.73
7010	ACCOUNTING CLERK:	\$10.08	\$10.38	\$15.12	\$15.57	\$10.08	\$10.38
7020	ASSISTANT BOOKKEEPER	\$10.40	\$10.71	\$15.60	\$16.07	\$10.40	\$10.71
7030	BOOKKEEPER	\$11.71	\$12.06	\$17.57	\$18.10	\$11.71	\$12.06
7040	ACCOUNTANT	\$15.60	\$16.70	\$23.40	\$24.10	\$15.60	\$16.07
8010	REGISTRATION CLERK	\$9.75	\$10.04	\$14.63	\$15.07	\$9.75	\$10.04
8020	MEDICAL RECORDS CLERK	\$10.08	\$10.38	\$15.12	\$15.57	\$10.08	\$10.38
9020	TELEMARKETING	\$10.27	\$10.58	\$15.41	\$15.87	\$10.27	\$10.58
9040	GENERAL LABORER	\$8.45	\$8.70	\$12.68	\$13.06	\$8.45	\$8.70
9050	FOOD SERVICE WORKER	\$8.89	\$9.16	\$13.34	\$13.74	\$8.89	\$9.16
9060	WAREHOUSE/STOREKEEPER	\$8.89	\$9.16	\$13.34	\$13.74	\$8.89	\$9.16
9070	LAUNDRY WORKER	\$8.67	\$8.93	\$13.01	\$13.40	\$8.67	\$8.93
9080	CUSTODIAL SUPERVISORS	\$10.44	\$10.75	\$15.66	\$16.13	\$10.44	\$10.75

Administrative fee:

\$ 0.42 per hour

Note: Administrative fee is applicable ONLY to Davis Bacon Wage & Related Acts, as described in 2.6.2 earlier.

Terms: Net 30

Federal tax I.D. Number: 38-1510762

Vendor Number: 381510762 D A

Telephone Number: (602) 264-0717

Fax Number: (602) 277-4188

Contract Period: To cover the period ending July 31, 2000

July 31, 2001. July 31, 2002 2003 2004.

STAFFMARK INC-WEST STAFFING SERVICES, 3410 E UNIVERSITY DR STE 160, PHOENIX, AZ, 85034

PRICING:

HOURLY PRICE RANGE

Straight time Overtime 2nd shift rate
(1st shift rate rate per hour per hour
per hour)

CODE CATEGORY

1010	GENERAL CLERK	<u>\$8.88</u>	<u>\$12.43</u>	<u>\$8.88</u>
1020	INVENTORY CLERK	<u>\$10.15</u>	<u>\$14.21</u>	<u>\$10.15</u>
1030	JUNIOR CLERK	<u>\$9.52</u>	<u>\$13.33</u>	<u>\$9.52</u>
1040	SENIOR CLERK	<u>\$10.80</u>	<u>\$15.12</u>	<u>\$10.80</u>
2010	RECEPTIONIST I	<u>\$10.15</u>	<u>\$14.21</u>	<u>\$10.15</u>
2020	RECEPTIONIST II	<u>\$12.69</u>	<u>\$17.77</u>	<u>\$12.69</u>
2030	SWITCHBOARD OPERATOR	<u>\$11.42</u>	<u>\$15.99</u>	<u>\$11.42</u>
3010	JUNIOR TYPIST (40-50 WPM)	<u>\$10.78</u>	<u>\$15.09</u>	<u>\$10.78</u>
3020	SENIOR TYPIST (50-90 WPM)	<u>\$12.69</u>	<u>\$17.77</u>	<u>\$12.69</u>
3030	STATISTICAL TYPIST (50-90 WPM)	<u>\$11.42</u>	<u>\$15.99</u>	<u>\$11.42</u>
3040	RECEPTIONIST TYPIST (50-70 WPM)	<u>\$12.06</u>	<u>\$16.88</u>	<u>\$12.06</u>
3050	TRANSCRIPTION TYPIST (50-80 WPM)	<u>\$12.69</u>	<u>\$17.77</u>	<u>\$12.69</u>
3060	SPECIALIZED TRANSCRIBER (50-90 WPM)	<u>\$13.96</u>	<u>\$19.54</u>	<u>\$13.96</u>
4010	WORD PROCESSING/OPERATOR 1A (40-60 WPM)	<u>\$10.15</u>	<u>\$14.21</u>	<u>\$10.15</u>
4020	WORD PROCESSING/OPERATOR 1B (40-60 WPM)	<u>\$11.60</u>	<u>\$16.24</u>	<u>\$11.60</u>
4030	WORD PROCESSING OPERATOR 2A (50-80 WPM)	<u>\$12.05</u>	<u>\$16.87</u>	<u>\$12.05</u>
4040	WORD PROCESSING OPERATOR 2B (50-80 WPM)	<u>\$12.69</u>	<u>\$17.77</u>	<u>\$12.69</u>
4050	WORD PROCESSING SPECIALIST A (60-90 WPM)	<u>\$15.23</u>	<u>\$21.32</u>	<u>\$15.23</u>
4060	WORD PROCESSING SPECIALIST B (60-90 WPM)	<u>\$15.23</u>	<u>\$21.32</u>	<u>\$15.23</u>
5010	DATA ENTRY OPERATOR I – EXPERIENCED	<u>\$10.15</u>	<u>\$14.21</u>	<u>\$10.15</u>
5020	DATA ENTRY OPERATOR II - HIGH PRODUCTION	<u>\$11.42</u>	<u>\$15.99</u>	<u>\$11.42</u>
6010	JUNIOR SECRETARY (40-50 WPM)	<u>\$11.42</u>	<u>\$15.99</u>	<u>\$11.42</u>
6020	SENIOR SECRETARY 50-70 WPM)	<u>\$12.69</u>	<u>\$17.77</u>	<u>\$12.69</u>

STAFFMARK INC-WEST STAFFING SERVICES, 3410 E UNIVERSITY DR STE 160, PHOENIX, AZ, 85034

PRICING:

HOURLY PRICE RANGE

Straight time Overtime 2nd shift rate
(1st shift rate rate per hour per hour
per hour)

CODE CATEGORY

6030	LEGAL SECRETARY (60+ WPM)	<u>\$17.76</u>	<u>\$24.86</u>	<u>\$17.76</u>
6040	MEDICAL SECRETARY (50-70 WPM)	<u>\$17.76</u>	<u>\$24.86</u>	<u>\$17.76</u>
6050	EXECUTIVE SECRETARY (60+ WPM)	<u>\$16.49</u>	<u>\$23.09</u>	<u>\$16.49</u>
6060	ADMINISTRATIVE ASSISTANT	<u>\$15.23</u>	<u>\$21.32</u>	<u>\$15.23</u>
7010	ACCOUNTING CLERK:	<u>\$12.69</u>	<u>\$17.77</u>	<u>\$12.69</u>
7020	ASSISTANT BOOKKEEPER	<u>\$12.69</u>	<u>\$17.77</u>	<u>\$12.69</u>
7030	BOOKKEEPER	<u>\$15.23</u>	<u>\$21.32</u>	<u>\$15.23</u>
7040	ACCOUNTANT	<u>\$19.03</u>	<u>\$26.64</u>	<u>\$19.03</u>
8010	REGISTRATION CLERK	<u>\$12.06</u>	<u>\$16.88</u>	<u>\$12.06</u>
8020	MEDICAL RECORDS CLERK	<u>\$10.80</u>	<u>\$15.12</u>	<u>\$10.80</u>
8030	NUTRITION PROGRAMS ASSISTANT	<u>\$12.69</u>	<u>\$17.77</u>	<u>\$12.69</u>
8040	NUTRITIONIST	<u>\$20.30</u>	<u>\$28.42</u>	<u>\$20.30</u>
9010	COMPUTER SUPPORT TECHNICIAN	<u>\$21.25</u>	<u>\$29.75</u>	<u>\$21.25</u>
9020	TELEMARKETING	<u>\$8.88</u>	<u>\$12.43</u>	<u>\$8.88</u>
9030	DRAFTERS, DESIGNERS, DETAILERS	<u>\$17.76</u>	<u>\$24.86</u>	<u>\$17.76</u>
9040	GENERAL LABORER	<u>\$8.25</u>	<u>\$11.55</u>	<u>\$8.25</u>
9050	FOOD SERVICE WORKER	<u>\$7.61</u>	<u>\$10.65</u>	<u>\$7.61</u>
9060	WAREHOUSE/STOREKEEPER	<u>\$10.15</u>	<u>\$14.21</u>	<u>\$10.15</u>
9070	LAUNDRY WORKER	<u>\$8.25</u>	<u>\$11.55</u>	<u>\$8.25</u>
9080	CUSTODIAL SUPERVISORS	<u>\$12.69</u>	<u>\$17.77</u>	<u>\$12.69</u>
9090	BUILDING MAINTENANCE WORKER	<u>\$17.05</u>	<u>\$23.87</u>	<u>\$17.05</u>
9110	PAINTER	<u>\$14.21</u>	<u>\$19.89</u>	<u>\$14.21</u>
9120	WELDER	<u>\$15.63</u>	<u>\$21.88</u>	<u>\$15.63</u>

STAFFMARK INC-WEST STAFFING SERVICES, 3410 E UNIVERSITY DR STE 160, PHOENIX, AZ, 85034

PRICING:

HOURLY PRICE RANGE

Straight time (1st shift rate per hour) Overtime rate per hour 2nd shift rate per hour

CODE CATEGORY

9130	AUTO MECHANIC	<u>\$17.76</u>	<u>\$24.86</u>	<u>\$17.76</u>
9140	PUBLIC WORKS ASSISTANT	<u>\$15.23</u>	<u>\$21.32</u>	<u>\$15.23</u>
9150	EQUIPMENT OPERATOR	<u>\$19.89</u>	<u>\$27.84</u>	<u>\$19.89</u>
9160	CIVIL ENGINEER I	<u>\$31.72</u>	<u>\$44.41</u>	<u>\$31.72</u>
9170	CIVIL ENGINEER II	<u>\$38.06</u>	<u>\$53.28</u>	<u>\$38.06</u>
9180	ENGINEERING INSPECTOR	<u>\$38.06</u>	<u>\$53.28</u>	<u>\$38.06</u>
9190	INSTITUTIONAL MAINTENANCE TECHNICIAN	<u>\$30.00</u>	<u>\$45.00</u>	<u>\$45.00</u>

Administrative fee:

\$5.95 per hour

Note: Administrative fee is applicable ONLY to Davis Bacon Wage & Related Acts, as described in 2.6.2 earlier.

Terms: Net 30

Federal tax I.D. Number: ~~62-1694726~~ **710815751**

Vendor Number: ~~621694726~~ **710815751**

Telephone Number: (602) 470-8000

Fax Number: (602) 470-8008 **8011**

Contract Period: To cover the period ending ~~July 31, 2000~~
~~July 31, 2001.~~
July 31, 2002 2003 2004.